



Electronic Document Management Service (EDMS)



Configuration Control Board (CCB) Charter

- I. **TITLE OF COMMITTEE:** Configuration Control Board (CCB).
- II. **PURPOSE:** This board ensures that proposed Configuration Item (CI) changes to Electronic Document Management Service (EDMS) are controlled, managed and tracked. The board does this by reviewing, prioritizing, recommending resources, and scheduling the approved change proposals. By individual vote, the members recommend approval or disapproval. Members also present their concerns for consideration and resolution by the board.
- III. **DATES OF ESTABLISHMENT/TERMINATION:** Established October 1, 2002. Termination depends on continued need for the board.
- IV. **MEMBERSHIP:** The CCB Chair is the DAPS EDMS Program Manager. The board members are management representatives (or designees) from DAPS HQ (DAPS-I, DAPS-O and DAPS-R), DDC HQ (J3/J4, J6 and J8). The CCB will be counseled by system integrator representatives that are the functional and technical experts who can discuss and make recommendations in the following areas:
 - Mid-tier Platforms
 - PC Platforms
 - Local Area Network (LAN)
 - Software Configuration Management (SCM)
 - Hardware Configuration Management (HCM)
 - Information Assurance (IA)
 - Data Administration (DA)

- System Administration (SA)
- Design/Development Activity
- Quality Assurance Testing (QA)
- Financial Planning (as needed)
- Project Officers/Program Managers

Each management representative has one vote only. If a tie vote occurs, the Chair casts the deciding vote.

V. AUTHORITY: DLAD 4730.3, DLA ADP/T Configuration Management Program, dated March 20, 1996.

VI. REPORTS: Minutes of each meeting will go to all board members.

VII. FREQUENCY OF MEETINGS: The board meets quarterly unless otherwise called by the Chair. Members receive notification in advance of the meetings with an agenda.



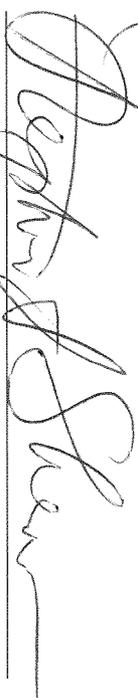
 Lindsay Grable, EDMS Program Manager, Document
 Automation & Production Service
 Date 24 Sept 02



 Rich Hodgson, Director, Information Technology
 Services, Document Automation & Production Service
 Date 9/25/02



 Patrick McCormick, Director Logistics Operations,
 Defense Distribution Center
 Date 10/16/02



 Stephen F. Sherman, Director, Document Automation &
 Production Service
 Date 10/17/02